

ADMIN CLERK

DEPARTMENT:	MENTAL HEALTH SERVICES
REPORTS TO:	DIRECTOR MENTAL HEALTH
STATUS:	PERMANENT FULL TIME
SHIFT:	DAYS, EVENINGS
COMPENSATION:	\$21.266/hr - \$25.007/hr
UNION:	SEIU
AVAILABLE TO:	INTERNAL EMPLOYEES
DATE POSTED:	DECEMBER 2, 2022

POSITION DESCRIPTION:

The Admin Clerk in Mental Health Services is an integral member of a multi-disciplinary team, which provides a range of services to consumers and families, community agencies and to the community. The Admin Clerk is in a pivotal position in the Team's interactions with consumers, families, other service providers, etc. because much written communication, telephone, and in person reception will involve him/her. One of the important features of this position is the amount and nature of direct contact with consumers, families and the Community. The Admin Clerk also performs all general office duties and Health Records functions for the Program and its staff. All activities are carried out in accordance with relevant Policies and Procedures of the HHHS and Mental Health Services, and reflect the values and principles of the HHHS.

QUALIFICATIONS:

- Office Administration Diploma and three years' experience in a community mental health office environment or equivalent.
- Computer skills in Word, Excel, Outlook, Internet Explorer as well as data base management for EMHWare, OCAN.
- Demonstrated ability to work with minimal direction and set priorities in a demanding multidisciplinary team.
- Superior ability to be flexible and adapt to changes in daily work schedule.
- Excellent organizational skills and ability to prioritize work and meet deadlines requiring quick turnaround time.
- Well-developed written and verbal communication skills.
- Valid driver's license and access to a reliable vehicle.

SUBMIT APPLICATION AND RESUME TO: **Human Resources Job Application Box**

PLEASE QUOTE JOB NUMBER: **2022-95**

DEADLINE: **December 12, 2022 @ 1600 Hours**

Haliburton Highlands Health Services thanks all applicants, however, only those selected for an interview will be contacted. If you are contacted by HHHS regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.